

# EMS INSTRUCTOR MANUAL

## An Informational Document for:

- **Prospective EMS Instructors**
- **Current Senior EMS Instructors**
- **Lead EMS Instructors**
- **Renewing Senior EMS Instructors**

## Washington State Department of Health

Office of Emergency Medical Services and Trauma System  
Education, Training and Regional Support Section



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# EMS Instructor Manual Hyperlink Navigation Instructions

The EMS Instructor Manual contains hyperlinks to various references within the documents and to the internet. Hyperlinks have been added to provide a convenient method of accessing the most up-to-date information and to reduce the number of pages in the document.

Navigation of the hyperlinks in this document function in one of two different methods depending on if you saved it to your hard drive and opened it in Acrobat Reader or whether you have opened it in an internet browser (which has an Acrobat Reader plug-in).

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  - a. (|< and >|) The left arrow takes you to the first page, the right to the last page.
  - b. (< and >) The left takes you to the previous page in the document; the right to the next page in the document.
  - c. (↶ and ↷) The left arrow takes you to back to the previous view; the right takes you forward to the previous view.
4. Clicking on a reference within the document (internal link) will take you to that section or page of the document. To return to the page you were on previously, you must click on the ↶ (previous view) arrow.
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1. When this document is opened from the Internet with your browser, navigation within the document is accomplished using the Acrobat Reader navigation buttons (identified above) within the document.
2. When opening an Internet link, you must return to the Acrobat document with the “back” functions provided with the browser. You may find using the “back” function takes you back to the page in which you clicked on the link in Acrobat Reader **or** back to the very beginning of the document. Using the navigator window view (Bookmarks, Thumbnails, or Page) provided in Acrobat Reader may be helpful when returning to the page previously viewed.

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## Purpose

The purpose of this manual is to provide the user with a better understanding of the EMS education process in Washington State. It includes the entire sequence an EMS instructor will experience prior to approval as a Senior EMS Instructor (SEI) or lead EMS instructor, through the completion of a course and submission of the course paperwork. It will also provide information on the administration of certification examinations, and information needed by students to complete the certification process. A section is provided regarding Ongoing Training and Evaluation Program (OTEP) development including information regarding EMS Evaluators, EMS Evaluator workshops and how an individual completes an OTEP.

## Definitions Used In This Manual

The following definitions are used with applicable Washington Administrative Codes (WAC) and in information associated with the Senior EMS Instructor Qualification and approval/reapproval.

- A. An **EMS Evaluator** is a person who has completed an evaluator workshop and has been approved by the County Medical Program Director (MPD) and the Department of Health (DOH) to evaluate practical skills during an initial course, Continuing Medical Education (CME) or an Ongoing Training and Education Program (OTEP). Does not require reapproval by DOH.
- B. A **Lay Instructor** is a person who has been approved as an EMS Evaluator and is approved by the MPD to teach CME and OTEP. Lay Instructors may also be assistant instructors when SEIs teach initial EMS courses. Does not require reapproval by DOH.
- C. A **Lead EMS Instructor** is a person who is qualified to instruct an EMT-Intermediate or paramedic course (which does not require an SEI), and who is approved by the MPD. The course requires approval by DOH.
- D. **Medical Program Director (MPD)** is a physician that has been certified by the DOH to supervise EMS personnel in a county, group of counties or specified area of Washington State.
- E. A **Senior EMS Instructor (SEI)** is a person recognized by DOH who is responsible for the overall instructional quality of initial First Responder or EMT-Basic courses under the general supervision of the County MPD. SEIs are required as the lead instructor for initial First Responder (FR) and EMT-Basic (EMT-B) EMS courses and may also instruct CME and OTEP classes. Requires reapproval every three years.
- F. A **Senior EMS Instructor Evaluator (SEI-E)** is a currently approved SEI who evaluates an SEI candidate for initial recognition, or a renewing SEI candidate following the recognition objectives identified by the Washington State Department of Health, Office of Emergency Medical Services and Trauma System.
- G. A **Senior EMS Instructor (SEI) Renewal Candidate** is an individual preparing to renew their SEI recognition. This person is attempting to demonstrate or perform renewal recognition objectives under the direct supervision of an SEI-E.
- H. A **Guest Lecturer** is an individual knowledgeable and skilled in a specific EMS topic, and when approved by the MPD, is utilized to instruct and evaluate EMS course topics. An example of this would be a Basic Life Support Instructor Trainer recognized by the American Heart Association (AHA) or American Red Cross (ARC) to instruct the CPR portion of an EMT course. Guest Lecturers are not required to be SEIs or lay instructors.
- I. The **Senior EMS Instructor (SEI) Recognition Process** is the method in which the Washington State DOH, OEMSTS, confirms that the individual is qualified to instruct specific EMS topics or courses and issues a recognition card to the qualified SEI.

## Involvement In EMS Education – How Do I Get There?

After obtaining experience in the EMS field, many individuals want to become involved in EMS education, some with the intention of eventually becoming an SEI.

Individuals begin by assisting SEIs during an EMT-Basic course.

- With the completion of an EMS Evaluator workshop (with MPD and DOH-approval), course assistants can provide fair and objective evaluations of students practical skills.
- As these assistants become more knowledgeable in topic content, and when approved by the MPD, they begin instructing portions of a course under the supervision of the SEI.
- As the assistant becomes fully knowledgeable of EMT-Basic topics, some desire to teach CME or OTEP classes. As their instructional abilities increase, some seek to become approved as an SEI.
- SEIs are required as the lead instructors for First Responder and EMT-Basic courses. **CME or OTEP classes do not require instruction by an SEI. The instruction of CME and OTEP training will not be considered as a need for beginning the SEI Qualification Process.**

Potential instructors are required to complete an MPD approved EMS evaluator course and be approved by the MPD to instruct EMS topics. Involvement in teaching CME or OTEP is recommended, however, prior to completing the instructor course prerequisite for becoming an SEI. The additional experience will provide a solid base for further instructor training. It is fair to say this process can take some time, so completing the following prerequisites over a period of time is suggested. Please plan ahead.

### ***Prerequisites to begin the SEI Qualification Process***

To begin the SEI Qualification Process, you must send to the OEMSTS proof that you meet the following prerequisites:

- Current Washington State EMT or higher EMS level certification.
- At least three years prehospital experience at the EMT level or above, with at least one recertification.
- Successful completion of a DOH approved EMS evaluator workshop.
- Current recognition as a CPR instructor for health care providers by the AHA, the ARC, the National Safety Council (NSC), or other nationally recognized organization with substantially equivalent standards, approved by the DOH.
- Successful completion of an instructor training course by the U.S. Department of Transportation, National Highway Traffic Safety Administration, or an instructor training course from an accredited institution of higher education (i.e., Fire Service Instructor levels 1 and 2, Washington State teaching certificate, or completion of a credited post secondary school instructor course equivalent to the DOT Instructor Course).
- Successful completion of an [examination](#) developed and administered by the OEMSTS on current EMS training and certification statutes, WAC and the Uniform Disciplinary Act (UDA).

When these prerequisites have been met, send all documentation to the OEMSTS with a letter requesting to begin the SEI qualification process, which includes:

- EMS registry number – (found on your EMS certification card)
- Name and address
- Phone Numbers - work phone, home phone, fax if available
- E-mail address if available
- County of primary EMS agency affiliation
- Primary EMS Agency and Agency License Number (i.e., 34D09)

Information regarding the SEI Qualification Process and the required examination is available on the OEMSTS web site at [www.doh.wa.gov/hsqa/emstrauma/seiproc.htm](http://www.doh.wa.gov/hsqa/emstrauma/seiproc.htm).

When these prerequisites have been met, the OEMSTS will issue an Initial Recognition Application Procedures (IRAP) packet containing the instructor objectives, which must be completed to become an approved SEI. Once this packet has been issued, the individual is considered an SEI Candidate. The packet includes instructions to complete the process, and an application. The application must be submitted when the objectives have been completed, following the instructions, to become approved as an SEI.

### ***Senior EMS Instructor Candidate***

The SEI Qualification Process is “performance based”. This process is one in which the criteria for qualification is individual performance on a series of objectives that must be successfully completed.

The SEI Candidate must complete the objectives identified in the IRAP within an EMT-Basic course. Some of the objectives will be administrative; however, most will be instructional in nature.

Each instructional objective must be **evaluated by a currently approved SEI-E**. When all the objectives are completed, **the objectives signoff sheet and all evaluation documents must be submitted through the approval process**. Detailed information on this process is available on the OEMSTS web site at [www.doh.wa.gov/hsqa/emstrauma/seiproc.htm](http://www.doh.wa.gov/hsqa/emstrauma/seiproc.htm).

Upon successful completion of these objectives, recommendation of the MPD, and approval by the OEMSTS, the SEI Candidate will receive an SEI recognition card, and will be issued Renewal Application Procedures. The Renewal Application Procedures contain the objectives the new SEI must complete over the next three years to become reapproved.

### **Involvement In EMS Education – How Do I Stay There?**

Once approved as an EMS Evaluator, assistant or lay instructor, or SEI/lead EMS instructor, it is necessary to remain current in EMS knowledge and skills. It is also necessary to remain current in the abilities necessary to properly and accurately evaluate those skills and to convey that knowledge to others. Maintaining the skills and knowledge and sharing them with others is part of being an EMS professional.

## ***Prerequisites to Continue the SEI Renewal Process***

To become reapproved as an SEI under the SEI Qualification Process, you must send to the OEMSTS proof that you meet the following prerequisites :

- Current or previous recognition as a Washington State SEI.
- Current Washington State EMT or higher EMS level certification.
- Current recognition as a CPR instructor for health care providers by the AHA, the ARC, the NAC, or other nationally recognized organization with substantially equivalent standards approved by the DOH.
- Successful completion of an [examination](#) developed and administered by the department on current EMS training and certification statutes, WAC and the UDA.

## ***SEI Renewal***

When the prerequisites have been met, send all documentation to the OEMSTS along with:

- For SEIs who **have not started** the new SEI Qualification Process – The old style SEI renewal application containing all recommendation signatures. (This will no longer be used when all SEIs have started the new SEI Qualification Process. For this application, contact the Education, Training and Regional Support Section)
- For SEIs who have previously been issued the Renewal Application Procedures, the successfully completed Renewal Application Procedures containing the recommendation signature of the MPD.

Upon successful completion of the [appropriate application](#), the recommendation of the MPD and approval by the OEMSTS, the SEI Renewal Candidate will receive an SEI recognition card and will be issued Renewal Application Procedures. The Renewal Application Procedures contain the objectives the SEI must complete over the next three years to become reapproved.

## ***Senior EMS Instructor Responsibilities***

An SEI's responsibility includes all aspects of an initial FR or EMT-B course under the supervision of the MPD. There is currently no requirement for a "course coordinator", so all responsibilities in planning and conducting an EMS course are the responsibility of the course SEI. Responsibilities include, but are not limited to:

- Being knowledgeable of documents, instructions, curricula and processes associated with EMS training and certification.
- Planning, or assisting in the planning of EMS courses.
- Assisting in the screening of EMS course candidates (ensure the selected students meet the course entry requirements).
- Arranging or assuring facilities are appropriate for course purposes.
- Completing required training course application documents and submitting them within the required time frame.
- Providing a copy of the course approval letter to others as necessary, i.e., county EMS office, training agency, etc.
- Conducting the course utilizing current Washington-approved curricula from which to develop lesson plans, teaching all objectives within the curriculum.



- Utilizing appropriate textbooks, workbooks and other course material.
- Using training equipment and training aids that are fully functional and in serviceable condition.
- Maintaining all course paperwork including student records consisting of attendance, evaluation results and determinations of competence.
- Maintaining a proper instructor to student ratio to provide students the optimal educational experience.
- Properly teaching and demonstrating practical skills utilizing required skill sheets to evaluate students.
- Conducting written evaluations throughout the course to ensure individuals are knowledgeable in all topic areas.
- Conducting practical skills evaluations to determine skills competency utilizing the skills evaluation forms located within Appendix H of each curriculum. These evaluations may occur throughout the course.
- Assuring students obtain a positive experience when meeting clinical or field internship experiences. ***All internship experiences must be completed before the final course comprehensive practical skills examination.***
- Developing scenarios used in role play evaluation during the Comprehensive End of Course Evaluation.
- Conducting an organized and coordinated final course comprehensive practical skills evaluation using only the required forms and a sufficient number of approved EMS Evaluators.
- Providing a course completion certificate to those students the SEI can verify are competent in the course cognitive, affective and psychomotor objectives and have successfully completed the clinical/field rotation.
- Conveying accurate and appropriate information to students regarding the process for seeking certification.
- Arranging for the Washington State DOH written EMS certification examination as appropriate.
  - During Washington State written certification examinations, it is the examination proctor's responsibility (**Not The SEI's**) to maintain examination security at all times.
  - These examinations are not to be compromised by anyone.
  - They are not to be reviewed, copied, or distributed to others in any manner, including SEIs and other course personnel.
  - Discipline may result from the compromise of a DOH written examination.
- Assist students by informing them how to proceed with Washington State EMS certification.

## Lead EMS Instructor Responsibilities

A lead EMS instructor is a person responsible for conducting an EMS course not required to utilize an SEI. Courses that fall under this category consist of:

- EMT-Intermediate level courses, which require a paramedic as the lead instructor:
  - Intravenous Therapy Technician (IV Technician)
  - Airway Management Technician (Airway Technician)
  - IV and Airway Technician (IV/AW Technician)
  - Intermediate Life Support Technician (ILS Technician)
  - ILS and Airway (ILS/AW Technician)
- Paramedic courses, which require an individual that meets the requirements of the national paramedic accrediting organization.

A lead EMS instructor's responsibilities are the same as the SEI's responsibilities listed above and include being knowledgeable in conducting EMS courses, and the information contained in this manual.

## What EMS Instructors Should Know

### ***Revised Code of Washington (RCW) – Also Known As Statutes***

Although there are numerous statutes pertaining to the EMS and Trauma System that EMS educators should be familiar with, the statutes listed below are of particular importance because one identifies the Department of Health duties and the other identifies the process for getting a variance from the requirements involving EMS training.

<a href="#">18.73.081</a>	<b>Duties of secretary--Minimum requirements to be prescribed</b>
<a href="#">18.73.101</a>	<b>Variance from requirements</b>

In addition, it is necessary to be familiar with [RCW 18.130, the Uniform Disciplinary Act \(UDA\)](#). This statute consists of laws governing the licensure and discipline procedures for health and health-related professionals and businesses. A brief synopsis is provided on the OEMSTS web site at <http://www.doh.wa.gov/hsga/emstrauma/download/uda.pdf>

All current EMS and Trauma related statutes are provided on the OEMSTS web site at: <http://www.doh.wa.gov/hsga/emstrauma/rcwindex.htm>

## ***Washington Administrative Code (WAC) – Also Known As Rules***

All individuals involved in EMS training and evaluation should be familiar with EMS rules. The following pertain to EMS training and certification:

### **Training**

- [246-976-021](#)    **Training Course Requirements**
- [246-976-031](#)    **Senior EMS Instructor (SEI)**
- [246-976-041](#)    **To Apply For Training**

### **Certification**

- [246-976-141](#)    **To Apply For Certification**
- [246-976-151](#)    **Reciprocity, Challenges, Reinstatement and Other Actions**
- [246-976-161](#)    **Education Requirements for Recertification**
- [246-976-171](#)    **To Apply for Recertification/Renewal**
- [246-976-182](#)    **Authorized Care**
- [246-976-191](#)    **Disciplinary Actions**

All current EMS and Trauma related rules are available on the OEMSTS web site at:  
<http://www.doh.wa.gov/hsga/emstrauma/wacindex.htm>

## **Conducting Initial EMS Courses**

### ***Planning the Course***

Planning the course may be accomplished by the Regional EMS and Trauma Care Council, local EMS council, county EMS office, community college, or licensed/verified EMS agency. Planning the course is usually accomplished by a course coordinator (not required) or the course SEI/lead EMS instructor and should be done well in advance of the projected start date. The course should be based on training needs.

### **Things to Consider**

- The course application process
- Identifying the training agency
- Number of students
- Number and qualifications of course instructional personnel (6:1 student to instructor ratio)
- Adequacy and availability of facilities and resources
- Availability of all equipment and supplies needed for the course
- Text books, workbooks, and other course materials
- Costs – total program costs, costs for each program element and costs per student
- Course announcements
- Student handbook, including course objectives and description of clinical/field rotations

- Medical direction (MPD or DOH-approved designee)
- Student recruitment and training application forms
- Maintenance of student records – permanent student file

### ***Training Course Application Process***

Each initial EMS certification level course and special skill course requires the completion of an EMS Training Course Application and a course schedule specific to the initial EMS course being conducted (paramedic courses must develop their own course schedule).

This application and schedule must be completed and received by the OEMSTS **at least two weeks prior to the start of the course**, so please start your application process early. The training application and course schedule forms are located at:

<http://www.doh.wa.gov/hsga/emstrauma/etrspg1.htm>

### **Required Signatures**

The EMS Training Course Application requires:

- A recommendation signature by the local EMS council and the MPD
- Approval signature and letter of course approval by the OEMSTS

The process of obtaining these signatures may take some time considering the availability of the individuals and frequency of meetings, so please plan accordingly.

### **Course Approval Letter**

This document is important for the fact that without this document, the course is not approved. In addition, it provides the SEI /lead EMS instructor and training agency/county EMS office with the **DOH course approval number**. This number must be present on the course completion document provided to the student successfully completing the course, and is used for several other purposes:

- It is required when ordering examinations
- It is used when completing examination score sheets, to identify which course was completed.
- It is used to track the course and any course related correspondence
- It is used to access the course database for a particular course
- It links students with examination scores
- It links students with the approved course.

### ***Student Screening Process***

The screening of course applicants is the responsibility of the training agency. Students must be screened as required by [WAC 246-976-041](#) and [WAC 246-976-141](#). SEIs/lead EMS instructors should also be involved to confirm prospective students meet course entry requirements.

#### **Screening To Enter The Training Course (meeting WAC 246-976-041):**

- Students must be at least eighteen years of age at the **beginning** of the course or have a variance to the requirements **in hand prior to the beginning of the course**.
- Applicants for EMT-Intermediate (IV, Airway, IV/Airway, ILS, ILS/Airway) or paramedic training must have completed at least one year as a certified EMT-Basic or above, prior to beginning the course.

### **Screening To Assure Individuals Will Become Certified (meeting WAC 246-976-141):**

- Meet the eighteen year old requirement for entering the EMS training course.
- An official photo identification (which may be state, federal or military identification, drivers' license, or passport)
- The following are **NOT** required to enter a course, however, it is common when prioritizing students to select applicants that meet these requirements prior to those who don't:
  - Proof of active membership, paid or volunteer, with a licensed EMS provider, law enforcement agency or an agency affiliated by the OEMSTS.
  - For EMTs, proof of high school graduation, GED, or equivalent

### **Additional Requirements Applicant Must Submit When Applying For EMS Certification (Meeting WAC 246-976-141). Those Items Listed Above, Plus:**

- Proof of completion of approved infectious disease training to meet the requirements of chapter 70.24 RCW (**This requirement is met by successfully completing a First Responder or EMT-Basic course**);
- An appropriate course completion document indicating successful completion of an approved EMS training program for the level of certification sought (**First Responder and EMT-Basic courses include the infectious disease training requirement**);
- Proof of successful completion of an approved examination within eighteen months prior to application;
- For EMTs, proof of high school graduation, GED, or equivalent
- An application for certification on forms provided by the department, which includes
  - Part D of the application is strictly confidential between the DOH and the individual. It must be confidentially completed by the student and forwarded directly to the OEMSTS.
  - Proof of active membership, paid or volunteer, with a DOH licensed EMS provider, law enforcement agency or an agency affiliated by the OEMSTS;
  - The MPD's recommendation for certification;

### ***Variances***

Any prospective student not meeting all the requirements to enter initial EMS training ([WAC 246-976-041](#)) may request a variance to the requirements as provided by [RCW 18.73.101](#). An approval of the variance request must be in the student's hands before the beginning of the course for the student to be eligible for training and certification.

The intent of RCW 18.73.101 is to allow the Department of Health to make an **exception** to the rules **only** when compliance would reduce or eliminate emergency medical services, and then, **only** if no detriment to public safety would result. A variance request for any other purpose does not meet this intent and does not justify approval from the Department. A variance request to enter an EMS course must be approved by the Department, prior to the beginning of the course.

## ***What to Teach (Curricula, where to find it)***

### **Washington State Required Curricula**

All assistant or lay instructors and SEIs/lead EMS instructors must be knowledgeable of and comply with the content within Washington State-approved curricula for any course they are going to conduct, whether it is an initial course, CME or OTEP. The course curricula are referenced in [WAC 246-976-021](#) as the approved curricula; therefore are an extension of WAC and become the standard of care. Being knowledgeable includes:

- Reading or reviewing the entire curriculum and being familiar with all sections of the curricula, including the instructor course guide, all instructional lessons and all appendices.
- Knowing where to find course requirements such as course forms, clinical or field requirements, practical skills requirements, course completion certificate requirements and other course related concerns.

Initial course curricula are available on the OEMSTS web site at:  
<http://www.doh.wa.gov/hsqa/emstrauma/publications.htm>.

### **Other State Required Curricula**

Curricula for special skills, wilderness EMS, etc., may be found on the OEMSTS web site at <http://www.doh.wa.gov/hsqa/emstrauma/publications.htm>.

### ***EMS Course Administration***

Course administration consists of more than the presentation of course information and materials. The SEI/lead EMS instructor has the responsibility of organizing the course content, scheduling instructors, maintaining accurate class records, and procuring all needed equipment for course instruction. Administration includes, but is not limited to:

- Providing students with a student handbook, which explains the rules and expectations of the course and hospital, clinical or field internship experiences.
- Creating a course schedule/calendar and syllabus for students that includes class dates, reading assignments, and exam/quiz dates.
- Having an attendance roster present at each class for students to sign.
- Having a course record book to enter and track student attendance, exam/quiz scores, etc.
  - Student attendance – the DOH does not have policies that allow students to miss classes when attending an EMS course. The Washington-approved curricula provide that students are responsible for all classes and course content.
- Providing students with course objectives.
- Ensuring all training equipment is in serviceable condition and there is sufficient equipment for the number of students enrolled.
- Ensuring all course personnel have the appropriate credentials to assist or participate in the course.
- Maintain appropriate inventory of course materials and supplies.
- Counsel students

- Student evaluations of instructors and other course personnel.
- Development of an end of course written examination for course completion or grading purposes. **The DOH written EMS certification examination is not an end of course examination.**
- Ensure any hospital, clinical or field internship time is properly arranged:
  - Students are scheduled for and complete the required experiences prior to participating in the comprehensive end of course practical skills evaluation.
  - Develop or utilize appropriate evaluation forms for the experiences.
  - Review and provide feedback to students on patient evaluation write-ups.
- Providing course completion documents to students successfully completing the course and all appropriate end of course documents to the OEMSTS.
- Maintain student records, i.e., attendance records, written course examinations, practical skills evaluation sheets and end of course comprehensive examination evaluation sheets. These records must be available for review by the DOH and MPD, and retained by the instructor for a suggested period of four years.

### ***Evaluation, Remediation and Reevaluation***

Each student is required to be competent in the practical skills taught within the course. Evaluations must be conducted by the following individuals identified in WAC.

#### **Authorized Practical Skill Evaluators:**

1. A Medical Program Director (MPD) or MPD delegated training or supervising physician.
2. An MPD and Department of Health approved EMS Evaluator at, or above the level of the individual being evaluated.
3. A qualified non-physician delegated by the MPD.
4. Instructors credentialed through nationally recognized training programs, although not approved as an EMS evaluator, i.e., CPR, ACLS, PHTLS, PALS, etc., when approved by the MPD. Evaluations of skills must utilize the nationally recognized training program's practical skill evaluations sheets
5. Guest lecturers must have specific knowledge and experience in the skills of the prehospital emergency care field for the topic being presented and be approved by the MPD to instruct or evaluate EMS topics. An SEI should be present during the guest lecturer's presentation.

### **Remediation and Reevaluation**

Individuals who have not demonstrated competency must be provided remedial training and reevaluation within reason. The SEI/lead EMS instructor and the MPD should counsel individuals who cannot be remediated regarding further involvement in the course or EMS field.

## ***Clinical/Field Rotations***

Clinical/field rotations, including hospital observation, are explained in each approved curriculum if appropriate to the training. Information is usually provided at the front of the curriculum in the Instructor Course Guide and in Appendix H (Appendix G for Paramedics).

**The completion of these requirements is mandatory for the completion of the course and must be completed prior to the issuance of a course completion certificate.**

Student patient care responsibilities are identified which includes patient interactions, not just observation. Student, preceptor and SEI/Lead instructor documentation responsibilities are also identified. It is the responsibility of the SEI/Lead Instructor to arrange and develop agreements for the students to have the opportunity to complete clinical and field internship rotations. The inability of a training program to complete these requirements constitutes an incomplete course. Contact the [Education, Training and Regional Support Section](#) if questions regarding these requirements arise or if these requirements are not able to be met.

## ***Comprehensive End of Course Evaluations***

A comprehensive End of Course Evaluation is required for all initial EMS courses with the exception of paramedic. The paramedic final course comprehensive examination should be conducted by the paramedic-training agency utilizing examination skill sheets developed by the National Registry of Emergency Medical Technicians for the paramedic level.

Information regarding skill evaluations and the Comprehensive End of Course Evaluation is provided in Appendix H of each curriculum (except paramedic courses). This comprehensive evaluation does not utilize individual skill sheets provided for skill competency.

### **Role Play Models**

Role Play is individual and/or team practical skills performance evaluations from written scenarios. This method must be used for the Comprehensive End of Course Evaluation. Role Play is also appropriate for end of lesson evaluations and practical skills evaluations.

### **Scenario Development**

It is the SEI's responsibility to develop scenarios used in Role Play evaluation. During the scenario development, skill combinations are encouraged. For example: for the Trauma evaluation, oxygen, splinting, PASG stabilization and immobilization could be combined. For the Medical evaluation, pharmacology elements could be introduced to include indications, contraindications, dosages, side effects, etc.



## ***Certificate of Course Completion***

SEIs/lead EMS instructors **must** issue a CERTIFICATE OF COURSE COMPLETION attesting to student competency. Prior to issuing the certificate, SEI's/lead EMS instructor's must verify the student's:

- Comprehensive cognitive, affective and psychomotor abilities.
- Successful completion of the clinical/field rotation following the procedures identified in Appendix H of the course curriculum.

The purpose of the course completion certificate is to acknowledge the fact that the individual **successfully completed a course of instruction**. Upon issuing the course completion document, the SEI **must** inform the students **the course completion certificate does NOT provide Washington State certification**. Individuals will need to show this document for entry into the DOH, OEMSTS written certification examination.

The CERTIFICATE OF COURSE COMPLETION **MUST** include, in addition to the name of the training agency and the name of the course successfully completed:

- Course approval number
- Course location
- Student's name
- SEI's/lead EMS instructor's name and signature
- Course completion date

The CERTIFICATE OF COURSE COMPLETION **MUST NOT** include:

- Any wording or indication that the individual is certified or authorized to perform/function in any EMS capacity.
- Any inference the individual is a certified EMT, a First Responder or the title of any other certification level.

EMS Course Completion Certificate Templates are available on the OEMSTS web site at: <http://www.doh.wa.gov/hsqa/emstrauma/etrspg1.htm>. There is a choice of blue or green. Due to the number of incorrect certificates the OEMSTS receives, it is strongly recommended you use these templates.

# Washington State DOH Written EMS Certification Examination

## ***Conduct of DOH Written EMS Certification Examinations***

Only Proctors approved by the OEMSTS conduct Washington State DOH written EMS certification examinations. SEIs/lead EMS instructors need to be aware that examination proctor responsibilities include:

- Requesting the necessary examinations at least **14 days** in advance of the scheduled examination.
- Requesting a **course completion certificate** or document that shows the student's name, course approval number and signature of SEI/lead EMS instructor prior to sitting for the examination.
- Administering the written examination without answering any questions pertinent to the examination content.
- Maintaining examination security at all times. The examination may **NOT** be copied, duplicated, or reproduced by any means, for any reason. In addition, examinations may **NOT** be reviewed or viewed by anyone that is not taking the test for certification. Individuals who complete EMS training and do not plan to obtain EMS certification are **NOT** allowed to sit for a DOH approved written certification examination.

There must be at least one OEMSTS approved examination proctor to conduct the written examination.

- Proctors have no legitimate reason to view, review or show the examination to any other person and may only hand out or distribute examinations to individuals sitting for the certification examination.
- Written examination proctors **MUST NOT** be:
  - Course personnel, including instructors and SEIs/lead EMS instructors
  - Employees or members of the same EMS training agency
  - Employees or members of the same EMS service of any of the examinees.
- Course personnel, including instructors and SEIs/lead EMS instructors are **NOT** allowed under any circumstances to view, or review, the content of any DOH written EMS certification examination at any time, unless sitting for the examination for recertification purposes.

## ***Examination Eligibility***

- An individual is eligible to take the DOH written EMS certification examination upon successful completion of an approved course and has intent to become certified.
- Agency affiliation is not required to take the exam, however the individual must intend on becoming affiliated with a DOH licensed prehospital EMS agency.
- An applicant may have up to three attempts within six months of course completion to successfully complete the examinations.
- In cases where applicants do not yet have an agency affiliation, a passing score is valid for 18 months.
- Successful completion of an initial course is valid for three years. After three years, individuals desiring certification must complete another course.

**NOTE: Agency affiliation is required for certification**

## How Students Proceed with Washington State EMS Certification

The “Critical Ingredients to Obtain Washington State EMS Certification” listed below are available on the OEMSTS web site and are designed to assist certification candidates to obtain certification. Individuals should access this information, which is included with the instructions for initial certification at: <http://www.doh.wa.gov/hsqa/emstrauma/initcert.htm>

- Individuals who have successfully completed an EMS course **AND** passed the DOH written EMS certification examination **ARE NOT** authorized to provide patient care until they have completed the certification process **AND** have official certification authorization from this office **IN THEIR HAND**.
- If individuals have questions, **SEIs/lead EMS instructors should encourage them to contact the OEMSTS Licensing and Certification Section at 1-800-458-5281 extension 1 (in Washington State) or (360) 236-2845.**

### ***Critical Ingredients to Obtain Washington State EMS Certification***

#### **Ingredient #1:**

Once individuals successfully complete a course, they must receive a course completion certificate. With the course completion certificate, the individual is eligible to take the DOH written EMS certification exam. **The individual must take their course completion certificate (including DOH course approval number) and photo ID with them to the exam site.**

- ✓ Failing scores will be sent to the individual promptly (if address has been provided).
- ✓ Passing scores will be sent to the individual with their certification card (once all requirements have been met).
- ✓ Passing the state certification exam does **NOT** mean an individual is certified.

#### **Ingredient #2:**

Individuals must complete the front and back of the Department of Health *Initial Application* (pages 1 & 2). **In addition individuals must:**

- ✓ Carefully read and follow all instructions attached to the application.
- ✓ Have agency association.
- ✓ **Not** alter the application in any way. If altered, the certification cannot be processed.

#### **Ingredient #3:**

Detach the *Initial Application Part ‘D’ – Personal Information*, confidential form and complete it as instructed.

- ✓ **Do Not** alter the form in any way. If altered, the certification cannot be processed.
- ✓ When completed, send this form directly to the Department of Health at the address shown on the form.
- ✓ If the form contains any “yes” answers, a written explanation and supporting documents must be attached and sent with the form.
- ✓ For any questions about the Part ‘D’ form, call the OEMSTS, Licensing and Certification Section at: 1-800-458-5281, Extension 1 or (360) 236-2845.
- ✓ Web site address: [www.doh.wa.gov/hsqa/emstrauma/](http://www.doh.wa.gov/hsqa/emstrauma/).

#### **Ingredient #4:**

If it has been at least 30 days since an individual has taken the DOH written EMS certification exam **and** turned in their *Initial Application* and *Part 'D'* form, and have not received a certification card, they should do the following:

- ✓ Call your local EMS coordinator, if you have one, if not
- ✓ Call the OEMSTS, Licensing and Certification Section at: 1-800-458-5281, Extension 1 or (360) 236-2845

**REMEMBER:** No individual may provide patient care unless they have received an official certification authorization from the DOH, Office of Emergency Medical Services and Trauma System.

## **End of Course Paperwork**

### ***EMS Course Completion Verification Form***

Each initial EMS certification level course and special skill course requires the completion of an EMS Course Completion Verification (EMS Course Graduation) form (DOH Form 530-008).

- This form must be completed with required signatures and received by the DOH **no later than 30 days following the completion of the course**. Failure to complete this form may prevent future course approvals for the SEI/lead EMS instructor.
- The Pass/Fail status of individuals in the course is not based on successful completion of the DOH written EMS certification examination. Pass/Fail is based on:
  - Successful completion of the course comprehensive cognitive, affective and psychomotor objectives;
  - Demonstrated comprehensive knowledge and competence as an EMS provider at the level required by the course.
  - Successful completion of the course written and practical evaluations
- The EMS Course Completion Verification (EMS Course Graduation) form is located at: <http://www.doh.wa.gov/hsqa/emstrauma/etrspg1.htm>.

# Denial, Suspension, Modification or Revocation of SEI Recognition

The DOH may deny, suspend, modify or revoke an SEI's recognition when it finds:

- Violations of [Chapter 18.130 RCW, the UDA](#). A summary is located on the OEMSTS web site: <http://www.doh.wa.gov/hsqa/emstrauma/uda.htm>
- A failure to:
  - Maintain EMS certification;
  - Update the following personal information with DOH as changes occur:
    - ✓ Name;
    - ✓ Address;
    - ✓ Home and work phone numbers.
  - Maintain knowledge of current EMS training and certification statutes, WAC and the UDA;
  - Comply with requirements in WAC 246-976-031(1);
  - Participate in the instructor candidate evaluation process in an objective and professional manner, without cost to the individual being reviewed or evaluated;
  - Adequately complete all forms and adequately maintain records in accordance with this Chapter;
  - Demonstrate all skills and procedures based on current standards;
  - Follow the requirements of the Americans with Disabilities Act (ADA);
  - Maintain security of all DOH examination materials.

The candidate or SEI may request a hearing to contest DOH decisions with regard to denial, suspension, modification or revocation of SEI recognition in accordance with the Administrative Procedure Act (APA) (Chapter 34.05 RCW) and associated Washington administrative codes.

# OTEP Program Development

"Ongoing training and evaluation program (OTEP) method" is a program of education for EMS personnel, approved by the MPD and the Department of Health to meet the education requirements and core topic content for recertification. OTEP includes cognitive, affective and psychomotor evaluations following completion of each topic presentation to determine student competence of topic content.

This section provides the guidelines to develop an OTEP that meets minimum state standards and provides information to assist in the continual improvement of existing training programs.

- I. EMS Agency Involvement:** - If an EMS agency decides to conduct an "OTEP" they must:
  - A. Have currently certified EMS providers
  - B. Have county MPD and DOH approved EMS Evaluators and Instructors
  - C. Develop a training program following educational requirements for the recertification of EMS personnel, utilizing topic content identified below.
  - D. Complete the Ongoing Evaluation and Training Application, DOH Form 530-010
  - E. Obtain "OTEP" approval from county MPD and DOH
- II. Instructor and Evaluator Personnel**
  - A. EMS Evaluators must be currently approved by the DOH, or another authorized evaluator (see page 18).
  - B. Instructors must be currently approved EMS Evaluators and be approved by the county MPD to instruct and evaluate EMS topics, or another authorized instructor (see page 20).
- III. Participation in OTEP** - To participate in an approved OTEP, EMS personnel must be currently certified as an EMS provider.
- IV. Medical Program Director (MPD) Responsibilities:** - MPD's or their designated delegate(s) are responsible for approval of:
  - A. OTEP Instructors and EMS Evaluators.
  - B. OTEP for EMS provider recertification.
  - C. Recommendation of recertification of EMS providers to DOH
- V. Ongoing Training and Evaluation Program Content:** (additional information is available in the Education Requirements for the Recertification of EMS Personnel available at <http://www.doh.wa.gov/hsqa/emstrauma/educreq.htm>).
  - A. Must meet annual and certification period educational requirements utilizing:
    1. Cognitive, affective and psychomotor objectives found in curricula identified in [WAC 246-976-021](#), for the level of certification being taught in the **following core content areas**:
      - a. Airway /ventilation (including intensive airway management training for personnel with advanced airway qualifications to determine competency).
      - b. Cardiovascular
      - c. Medical emergencies/behavioral
      - d. Trauma (including intensive IV therapy training for personnel with IV therapy qualifications to determine competency)
      - e. Obstetrics and pediatrics.
      - f. Operations.
    2. The current national standards published for CPR, foreign body airway obstruction (FBAO), defibrillation and patient care appropriate to the level of certification.
    3. County Medical Program Director (MPD) protocols, Regional Patient Care Procedures, and County Operating Procedures.

4. Training updates in standards as identified by the Department. This material is made available on the Emergency Medical Services and Trauma System web site at <http://www.doh.wa.gov/hsqa/emstrauma/>
- B. Must provide evaluations to determine the student competence of those cognitive, affective and psychomotor covered, following the completion of each topic presentation.
  1. Psychomotor skill evaluations must be recorded on skill evaluation forms from nationally recognized training programs, or on forms provided in approved curricula identified in WAC 246-976-021, for the level of certification being evaluated.
  2. If an evaluation form is not provided, a skill evaluation form must be developed and approved by the MPD to evaluate the skill.
- C. Must be approved by the MPD (also see IX below)
- D. May incorporate nationally recognized training programs within an OTEP for the core content areas identified in (A)(1) above.
- E. Skill maintenance requirements for ALS (EMT-Paramedics) and ILS (EMT-Intermediate) personnel may be obtained as part of the OTEP. These requirements are identified in [WAC 246-976-161](http://www.wac.wa.gov/WAC/246-976-161), Table B.

#### **VI. Other Considerations:**

- A. Remedial Training - If an EMS provider is unable to demonstrate knowledge and skill competency, he/she may receive remedial training as determined by the MPD.
- B. Any EMS provider changing from the OTEP method to the CME method must meet all requirements of the CME method including the written and practical skills certification examinations identified in [WAC 246-976-171](http://www.wac.wa.gov/WAC/246-976-171).

#### **VII. OTEP Quality Improvement**

- A. The key to a successful OTEP is periodic assessment of instructors and EMS Evaluators. The following are several suggested approaches to establish an in-house quality assessment (QA) program in training and evaluation:
  1. Conduct Peer Evaluations of CME instructors and EMS Evaluators. Sample "*Peer Review Forms*" are available from the Education, Training and Regional Support Section upon request.
  2. Whenever possible involve the MPD or delegate in training or evaluation sessions.
  3. Periodically survey EMS personnel about the strengths, weaknesses of the OTEP and suggestions for improvement.

#### **VIII. National Registry of Emergency Medical Technicians (NREMT) Reregistration Requirements:**

- A. Many individuals in Washington State maintain NREMT credentials exclusively or in addition to Washington State EMS credentials. In the past, the NREMT required refresher courses as part of their reregistration requirements. This is no longer the case. Education requirements obtained to meet Washington's standards may be used to meet NREMT reregistration requirements when:
  1. Hour and Topic requirements are met.
  2. The courses obtained have been properly documented and provided to the NREMT by the required due date.
  3. For additional information, please refer to the NREMT web site at: <http://www.nremt.org/EMTServices/home.asp>

#### **IX. OTEP Reapproval - Substantive changes to the approved OTEP require documented approval from the county MPD and DOH.**

**OTEP Applications are available on the OEMSTS website at**  
<http://www.doh.wa.gov/hsqa/emstrauma/publications.htm>



## ***OTEP EMS Evaluators and Instructors***

An agency conducting an OTEP will need instructor/evaluator personnel. During an OTEP, EMS personnel must complete and demonstrate competency in skills contained in the Washington State approved curricula (for the certification level being taught) and other approved topic content. EMS Evaluators are utilized to evaluate these practical skills and determine each individual's competency on each skill covered during the OTEP.

### **EMS Evaluators must:**

1. Be a currently certified EMS provider who has completed at least one certification cycle. Certification must be at or above the level of certification being evaluated.
2. Complete an MPD approved EMS Evaluator Workshop that teaches the methods and techniques of consistent and objective practical skills evaluation using skill evaluation forms identified by the Department of Health.
3. Complete the EMS Evaluator Application, DOH Form 530-012.
4. Be approved by the Medical Program Director and the Department of Health.

### **Other Authorized Evaluators**

1. A Medical Program Director (MPD) or MPD delegated training or supervising physician.
2. A qualified non-physician delegated by the MPD.
3. Instructors credentialed through nationally recognized training programs, although not approved as an EMS evaluator, i.e., CPR, ACLS, PHTLS, PALS, etc., when approved by the MPD. Evaluations of skills must utilize the nationally recognized training program's practical skill evaluations sheets.
4. **Guest lecturers, when utilized**, must have specific knowledge and experience in the skills of the prehospital emergency care field for the topic being presented and be approved by the MPD to instruct or evaluate EMS topics. An SEI (initial EMT or First Responder classes) or EMS Evaluator (for OTEP classes) should be present during the guest lecturer's presentation.

### **OTEP Instructors Must:**

1. Be currently certified EMS provider who has completed at least one certification cycle. Certification must be at or above the level of certification being evaluated.
2. Be a currently approved EMS Evaluator at or above the level of certification being taught.
3. Be approved by the county MPD to instruct and evaluate EMS topics.

### **Other Authorized Instructors**

1. A Medical Program Director (MPD) or MPD delegated training or supervising physician.
2. A qualified non-physician delegated by the MPD.
3. Instructors credentialed through nationally recognized training programs, although not approved as an EMS evaluator, i.e., CPR, ACLS, PHTLS, PALS, etc., when approved by the MPD. Evaluations of skills must utilize the nationally recognized training program's practical skill evaluations sheets.
4. **Guest lecturers, when utilized**, must have specific knowledge and experience in the skills of the prehospital emergency care field for the topic being presented and be approved by the MPD to instruct or evaluate EMS topics. An SEI (initial EMT or First Responder classes) or EMS Evaluator (for OTEP classes) should be present during the guest lecturer's presentation.

**EMS Evaluator Applications are available on the OEMSTS website at  
<http://www.doh.wa.gov/hsqa/emstrauma/publications.htm>**



# **EMS Evaluator Workshops**

The purpose of evaluator workshops is to teach methods and techniques to enable individuals to provide reliable, objective practical skill evaluations while properly using evaluation skill forms identified by the Department of Health.

## ***Instructor Requirements***

“EMS Evaluator Workshops must be conducted by individuals experienced in EMS practical skill instruction, demonstration and evaluation, such as Senior EMS Instructors or other individuals approved by the Medical Program Director.” (Education Requirements for EMS Providers, p. 12).

## ***Participant Requirements***

Any currently certified EMS provider who has completed at least one certification cycle (and successfully recertified) at or above the level of certification being evaluated is eligible to participate in the workshop.

## ***Course Completion Requirements***

1. Evaluator course participants must successfully complete all course objectives.
2. As many evaluations as possible should be accomplished during the EMS Evaluator Course.
3. EMS Evaluators may only evaluate those practical skills (on other persons) for which they have completed a successful evaluation.

## ***EMS Evaluator Credentialing Requirements***

1. Initial approval to function as an EMS Evaluator is granted once the workshop is completed and the provider receives MPD recommendation and DOH approval.
  - a. EMS Evaluator Course instructors must submit a course roster to the DOH to document successful completion of the course.
  - b. To become approved, individuals completing the course must complete the EMS Evaluator Application, DOH Form 530-012. This application must be submitted to the MPD for recommendation and sent to the DOH for approval.

## ***EMS Evaluator Performance Maintenance***

1. EMS Evaluators need to participate in skills evaluations periodically to maintain proficiency in the techniques and methods of evaluation.
2. EMS Evaluators must be competent in both the performance of, and the ability to properly evaluate each individual practical skill, prior to evaluating another person's ability to properly perform that same skill.
  - a. EMS Evaluators should maintain skills and knowledge by attending annual or periodic evaluator or instructor updates.
  - b. Workshops provide an opportunity to add to the practical skills you are able to evaluate if you did not complete a successful evaluation during the Initial EMS Evaluator Course. As many of these evaluations as possible should be accomplished during an annual instructor or evaluator update

**EMS Evaluator Workshop Course Rosters are available on the OEMSTS website at <http://www.doh.wa.gov/hsqa/emstrauma/publications.htm>**

# Completing The OTEP Method of Recertification

## I. To Complete the OTEP method you must:

- A. Complete and document department and MPD approved OTEP that includes requirements indicated in [WAC 246-976-161](#), Table A (See Appendix A) to include cognitive, affective and psychomotor evaluations, appropriate to your level of certification.
  1. Performing skill evaluations as an EMS Evaluator does NOT meet the requirement to be competent in any skill for recertification purposes.
  2. Each EMS Evaluator must perform each skill, be evaluated by another EMS Evaluator, and determined successful in the performance of each skill to meet competency requirements for recertification.
- B. Complete and document the skills maintenance requirements indicated in [WAC 246-976-161](#), Table B (See Appendix A), appropriate to your level of certification.
- C. Complete the Department of Health certification requirements identified for recertification/renewal in [WAC 246-976-171](#) and certification requirements identified in [WAC 246-976-141](#).

## II. Changing Recertification Methods:

- A. Any EMS provider may elect to obtain their education requirements for recertification through the CME method by the completion of the education requirements identified in [WAC 246-976-161](#) Table A and B, and successfully completing the Washington State written examination and practical skills examination as identified in [WAC 246-976-171](#).

## III. National Registry of Emergency Medical Technicians (NREMT) Reregistration Requirements:

- A. Many individuals in Washington State maintain NREMT credentials exclusively or in addition to Washington State EMS credentials. In the past, the NREMT required refresher courses as part of their reregistration requirements. This is no longer the case. Education requirements obtained to meet Washington's standards may be used to meet NREMT reregistration requirements when:
  1. Hour and Topic requirements are met.
  2. The courses obtained have been properly documented and provided to the NREMT by the required due date.
  3. For additional information, please refer to the NREMT web site at: <http://www.nremt.org/EMTServices/home.asp>

## • Evaluating the Evaluator

- Evaluators should demonstrate proficiency on any skill they will evaluate PRIOR to performing the evaluation on another.
- Performing skill evaluations as an EMS Evaluator does NOT meet the requirement to be competent in any skill for recertification purposes.
- Each EMS Evaluator must perform each skill, be evaluated by another EMS Evaluator, and determined successful in the performance of each skill to meet competency requirements.

## **Education, Training and Regional Support Section Contact Information**

Questions on any of the information provided in this document may be addressed to the Education, Training and Regional Support Section by the following methods:

U.S. Mail – Office of Emergency Medical Services and Trauma System  
Education, Training and Regional Support Section  
PO Box 47853  
Olympia, Washington 98504-7853

Phone: 1-800-458-5281, extension 2 (Within Washington) or (360) 236-2840  
Fax: (360) 236-2829 or (360) 236-2830

### **NOTES**

## NOTES